

**NEW JERSEY DEPARTMENT OF HEALTH AND SENIOR SERVICES
WIC PROGRAM**

POLICY AND PROCEDURE MANUAL

Policy & Procedure Number: 1.06

Effective Date: April 29, 2009

Functional Area: I. VENDOR MANAGEMENT

Subject: Vendor Check Approvals

A. POLICY:

The State Agency (SA) shall handle all vendor check **Approvals**. The Local Agencies (LAs) shall not replace any **Food Instruments (FI)/ WIC checks and Cash Value Vouchers** for vendors. When checks are returned by the bank or cannot be deposited in the bank because of an error, the vendor may be able to receive approval for checks.

Unlimited Replacements (only WIC checks, **Food Instruments and Cash Value Vouchers** up to three (3) months from check issue date) **Checks must be submitted to the state WIC office for approval.**

- The bank misread the “pay exactly” amount and/or valid dates.
- A valid check which has been damaged.
- A check which has an illegible pay exact amount due to pen skips or exact write over’s only.
- Check which has an illegible stamped number.
- Check which is missing the Altered Pay Amount Signature (Pay Exactly amount has been altered) if it is submitted along with the corresponding cash register receipt. The receipt must have the check’s serial number written on it, and the receipt must be dated by the store’s register. The amount being claimed on the check/receipt must be valid for the goods/amounts listed on the check.

Redeposit - 2 Reasons (only checks up to three (3) months from check issue date) **Vendor may resubmit checks to the bank. Do not submit to the state WIC office for approval. All checks returned for these reasons may be returned from the bank as an Image Replacement Document (IRD). These IDR’s can be corrected and you may redeposit. To prevent returns from the bank you must stamp the check and you may also write in your stamp number to the left of “pay to the order of box”**

- Missing stamped number.
- Post-dated check. (Participant was permitted to redeem check(s) before the First Day to Use.

No Replacements

- Stale-dated check. (Participant was permitted to redeem check(s) after the Last Day to Use)
- Check with any obvious alterations other than an alteration to the vendor “fill in \$ amount.”
- Check that is older than three (3) months beyond the First Day to Use.
- Check missing a signature.
- Check with an altered “fill in \$ amount” which is missing the signature on the “amount altered line,” and does **not** have a cash register receipt attached to verify the altered amount.

**Checks returned from the bank Over Maximum checks ACH credit will apply
(Refer to Policy &Procedure: 1:18)**